

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-344

OPENING DATE: 23 November 2007

CLOSING DATE: 27 December 2007

ANTICIPATED FILL DATE: 20 Jan 08

POSITION TITLE AND NUMBER

Public Affairs Assistant
PDCN 70607000, MD # 1210-401

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-Public Affairs Office
NCARNG, Raleigh, North Carolina

GRADE AND SALARY(Includes Pay Adj of 16.18%)

GS-0303-06 \$33,183.00 - \$43,138.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the NATIONWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have nine months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required nine months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the five KSA's for this position. Each applicant must prepare a separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (*with inclusive dates that reflect nine months of specialized experience*) that provided that KSA. **These comments must be addressed in the order they appear below and attached to the application/resume when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING -1-800-621-4136 ext. 6172 / 6431.**

1. Knowledge of principles and methods of written and oral communication.
2. Skill in writing news releases and routine events of non-controversial topics.
3. Ability to gather information from meetings and special groups.
4. Ability to respond to request for information.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina National Guard (NCNG). NCNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCNG is mandatory. (Enl: 46Q/Z; AFSC: 3NXXX)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Serves as the focal point, local authority and expert source for information on all administrative functions of the PAO. Conducts research on a wide variety of complex administrative problems involving various public affairs activities or issues. Utilizes research results to develop office policies and procedures to regulate the operation of the PAO. Upon request from the supervisor or Public Affairs Specialists, researches historical records, current publications, etc, for data to be used in the development of communication campaigns or related projects or issues. Develops office correspondence, administers office publication and forms management functions, initiates and tracks printing and duplication requests, develops and maintains an internal PAO reference library. Coordinates the office's records documentation management function and the receipt, control and storage of sensitive documents. Advises the supervisor and Public Affairs Staff of the latest directives regarding administrative procedures. Provides information, explains the application of directives and resolves problems as they relate to administrative functions. Responsible for conducting periodic quality control inspections of administrative files, reference library materials and sensitive documents. Documents and researches the reasons behind identified procedural or practice irregularities and presents these to the supervisor for corrective action. Maintains all correspondence and report files for the PA Office. Manages the publication, distribution and tracking of outgoing office documents. Prepares and tracks travel orders, travel reimbursements, annual training, special training and other orders on military office personnel. Establishes and conducts an on-the-job training program for military day (M-day) personnel assigned to the state's NG Public Affairs Office. Utilizes general office and public affairs specific software to develop military and nonmilitary correspondence, reports, spreadsheets, etc. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-40, H-3, J-3, K-3, M, N-20, P-11, Q, W-2, Y-2, R: HRO-1, AGAV-3, AGCS-3, DCSANG-3, DCSLOG/G4-6, DCSOI-3, DCSPER-3, FMCB-2, IG-2, SCSM-2, SRAA-2, VCSOP-3